

Santa Monica Mountains Inter Agency Visitor Center High School Intern



Introduction

The Santa Monica Mountains Inter Agency Visitor Center, located within King Gillette Ranch in Calabasas, is open every day from 9am to 5pm. The Center has interactive displays and exhibits on the Mediterranean eco-system. It provides information about local parklands, public programs, workshops, and other events taking place nearby and at all the partner agencies in the area (SMMC, MRCA, CSP and NPS). Information is also provided about the trails, plants, and animals at the visitor center site. The intern will provide support to the Inter Agency Visitor Center staff.

Major Duties

- Help open and/or close the Visitor Center building.
- Maintain exhibit area, restock brochure racks, and keep Western National Parks Association (WNPA) bookstore shelves and exhibit area clean and neat.
- Provide park information and trail directions to the public both in person and on the phone.
- Roam the exhibit to answer questions.
- Help with programs, walks, or other events at the site.
- Help with book store sales,

Benefits

The intern's work contributes to the effective operations of the Inter Agency Visitor Center and influences the visitor's opinions, attitude and enjoyment of the park. The intern has a direct effect on individual and group safety, comfort, appreciation of park values, and on protection of park resources.

Physical Demands and Work Environment

Work will be performed at the Inter Agency Visitor Center in Calabasas. Work may be both inside and outside the center. Carrying and lifting moderately heavy items may be involved.

Requirements

The student should be a local area high school student who is interested in possible natural area career work. It is helpful if the student has a background or interest in plants, animals, outdoor recreation or local history, or a knowledge of the local areas and trails in the Santa Monica Mountains. The student must arrange his own transportation to and from the Inter Agency Visitor Center in Calabasas.

Training Provided

In addition to general NPS orientation, the intern will receive on going training from the rangers on duty about other agencies, their sites, trails, rules and regulations, local plants, and animals. Other training opportunities may be provided by NPS, such as first aid/cpr training, program presentation training, visitor contact and radio contact skills. Supplementary trainings will either be on site, at park headquarters or at other convenient locations in the Santa Monica Mountains.

Time Requirements

The time commitment is 4 hours per week on a regular basis. The intern can select any day of the week, either 9am - 1pm, or 1pm – 5 pm. The schedule is flexible with advance notice. Arrangements can be made to accommodate school testing dates, vacation days, etc.

Supervision

Oversight will be by the NPS rangers on duty that day and the other volunteer staff.

Uniform Requirement

The high school intern will wear the Inter Agency volunteer shirt. Pants and shoes are up to the students and should be appropriate to the job.

To apply for this position

Send resume (include other volunteer work, high school currently attended, career goals, and areas of interest) via email to ryan_stead@nps.gov.



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